20 September 1983

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MEMORANDUM FOR THE RECORD

SUBJECT: Meeting on Arrangements for OTE "Day on Automation"

1. On 20 September 1983, a second meeting was held to discuss the arrangements for a "Day on Automation." In attendance were: [blank] ISC, [blank] MPB, [blank] LS, and [blank] Executive Officer.

2. We reviewed the progress to date for the 20 October 1983 show. The theme will be New Technology; the participants will be ISC (Artificial Intelligence and Word Processing); Media Production (Interactive Video and MPB Productions); Language School (Computer Assisted Instruction). These three units will have exhibits at various locations in the C of C Building with personnel in attendance to brief groups and to demonstrate the workings of their hardware. It is possible that one or two vendors may be asked to "show their wares" at our sessions. [blank] are looking into that aspect.

3. The session is scheduled to run from 1300 to 1630 hours, beginning with a general session in Room 802. The Director of Training and Education will open the Program, followed by a short briefing by each participating unit on what is to follow and locations of each exhibit. Some of the exhibits will allow for "hands-on" training, while others will be of the lecture variety.

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4. The group will meet during the week of 26 September to refine the schedule and arrangements.

cc: C/ISC
    C/MPB
    [blank] LS
    DDTE
    DTE

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